

Workshops coordinated by the Member Relations
Committee and developed by the CNH District



EFFECTIVE PROJECT PLANNING

Presented by Anthony Jones & Rinda Sutratada

PROJECT PLANNING AT ITS BEST!

KEY STEPS

- **What:** *Fundraisers, Service Projects, Dances..*
- **When:** *Doesn't interfere with DCMs, RTCs/OTCs, & standardized testing*



- **Where:** *Find a central location*
- **Why:** *Charity and Social Events*

TYPES OF PROJECTS

- Carnivals
- Dances
- Talent Shows
- Sports Tournaments
- Mr. Key Club
- Benefit Concerts
- Charity Dinners
- Bingo Night



LOCATION

How do I find a location?

- Look for the most central locations
- Consider the size of your audience
- Find potential venues
 - Call and visit venues
 - Consider costs
 - Ask for discounts!



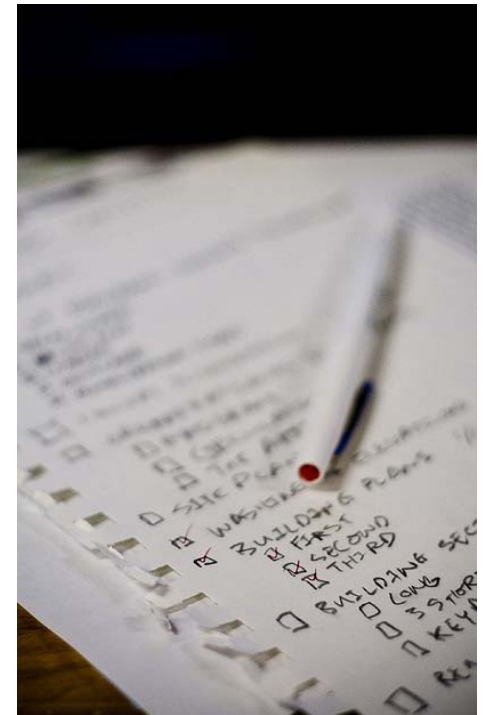
THE TEAM

- Coordinators
 - Oversees the event
 - Directs team
 - Keeps in contact with facility managers, divisions, etc..
- Advertisers
 - Facebook event
 - Flyers
 - Posters
- Set-Up/Clean-Up Crew
 - Decorations
 - Tables & chairs
 - Props
- During the Event
 - Hosts
 - Greeters
 - Photographers

DELEGATION

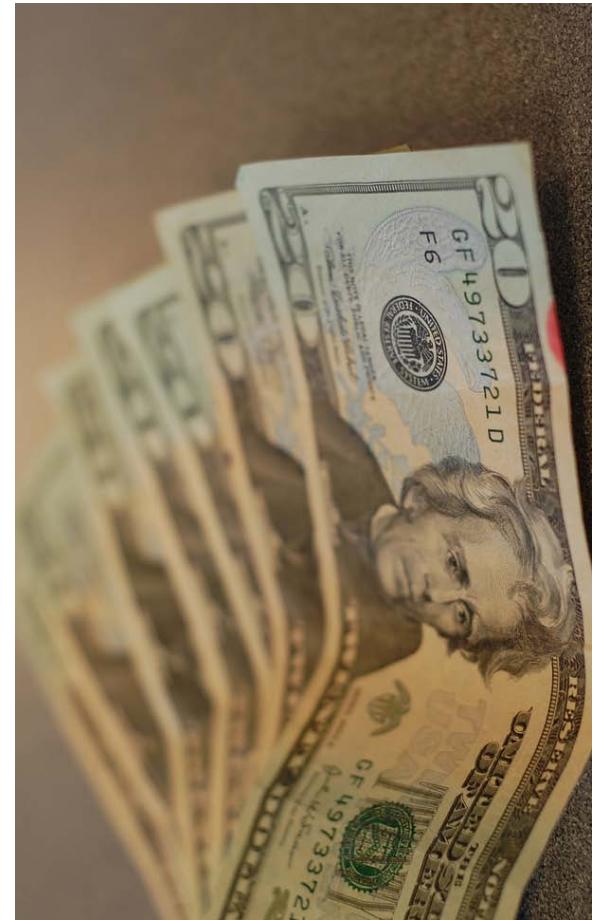
What tasks need to be covered?

- Getting a venue
- Event Request Forms
- Budgets
- Setting Deadlines
- Outlining the event
- Advertisement
- Decorations
- Chaperones



BUDGETING

- Set a budget (*TIP: it's better to overestimate than underestimate*)
- Use available resources
- Ask your sponsoring Kiwanis Club
- Ask for donations of supplies (*Send out donation letter several months in advance*)
- Key Clubbers should not be handling money directly – ask an advisor!



EVENT REQUEST FORMS

Why do we need Event Request Forms?

To ensure that advisors are aware of the event.

Who will I need to have permission from?

- Kiwanis Advisor
- Region Advisor
- District Administrator

What counts as "permission"?

Any written authorization from the necessary individual (e.g. email).

- Needs to be approved before publicizing
- Must be submitted no later than 3 weeks before the event
- Each advisor needs a copy of the ERF

Kiwanis

California-Nevada-Hawaii District

SERVICE LEADERSHIP PROGRAMS • 8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608
Office: 909-869-1500, ext. 105 Toll Free: 877-597-1770, ext. 105 Fax: 510-550-2811

Event Request Form

An Event Request Form (ERF) must be completed and approved before an event can be publicized outside the immediate club membership. Prior to approval, the event may be posted on social or business networks - such as MySpace or Facebook - or promoted by email, only to the home club membership. Once approved, the event may be posted with a closed invitation list. ERFs must be submitted no later than three (3) weeks in advance of the proposed event.

The ERF must be filled out in compliance with Kiwanis District Policy concerning Service Leadership Programs, paragraph 721, which specifically addresses procedures for Service Leadership Programs when operating outside the normal club functions. Further, high school students must adhere to Key Club District Policy section 105.6 if the event is an overnight event. Kiwanis District Policy Section 721 and Key Club District Policy Section 105.6 are included for your reference.

Each participating high school member must also have a Consent and Medical Release form completed and signed by a parent/guardian. To help you determine which events require a completed ERF, please refer to the Information Worksheet on the back side of this form.

School/Institution Name: _____ Circle K Key Club KIWANIS

EVENT INFORMATION

Event: _____ Date(s): _____

Location: _____

Description, including cost: _____

Which clubs or divisions will be invited? _____

Is This An Overnight Event? Yes No (Check One)

CONTACT INFORMATION

Requestor: _____

E-mail: _____ Telephone: _____

Address: _____

City/State/Zip: _____

Supervising Advisor(s) who will be present throughout the event: _____

Supervising Advisor's Telephone Number(s) (Number(s) available during the event) _____

APPROVAL as necessary by clause, (see Kiwanis Policy Section 721)

Faculty Advisor: _____ Kiwanis/Sponsor Advisor: _____

Region Advisor: _____ District Administrator: _____

When completed and signed by your advisor, please return this form to your Event Host.

EVENT REQUEST FORMS

Where do I find the Event Request Forms?

- CNHKeyClub.org
 - Resources > Policy and Forms > Event Request Forms
- Needs to be approved before publicizing
- Must be submitted no later than 3 weeks before the event
- Each advisor needs a copy of the ERF
- For each division included, need the approval of the region advisor



CNH Key Club Cyberkey

ADVERTISING

- Divisional Council Meetings
- Officer Training Conferences
- Regional Training Conferences
- Public Relations (*Know your LTG, division's presidents*)
- The Internet! (*Facebook, Tumblr, Twitter.. etc.*)



COMMUNICATION

facebook Search

California-Nevada-Hawaii District Convention 2011
You are Attending · Share · Public Event

Time Friday, April 15 at 2:00pm - April 17 at 12:00pm

Location Anaheim Convention Center

Created By Cnh KeyClub, Ben Chon, Andrew Shin

More Info Why should you attend District Convention?

Come and attend to:

- Meet thousands of Key Clubbers from all over the Cali-Nev-Ha District!
- Elect your 2011-2012 CNH Executive Board!
- Learn from educational workshops with fantastic speakers!
- Be inspired by a motivational KEYnote Speaker!
- Be entertained by YouTube Star AJ Rafael! (yes, you read that correctly)
- Be recognized by CNH for all the hard work that you have done throughout the year from a variety of awards
- Yell your lungs out for the general session spirit stick!
- Participate in the largest CNH Key Club event of the year!

For more information, please visit:
<http://cnhkeyclub.org/convention/district-convention>

For any questions you may have, please contact Convention Chair Ben Chon at cnhkc.dcon1011@gmail.com

Share: Post Link Photo Video

Write something...

1,265 Attending See All

- Dyan Khor
- Seung-yeon Jeong
- Kherishma Shah
- Douglas Bi
- Aria Fariborzi
- Vi Nguyen
- Daniel Medina
- Donald Quach

How should I keep in touch with my team?

- For each team member, have contact information
- Send out updates via email or Facebook
- Google Documents
- Meetings
- Webcamming (Tobox, Oovoo)

CHARITY vs. SOCIAL

- *Charities*
- Try to get a spokesperson
- Proceeds are for a cause
- Don't limit yourself to only PTP! (e.g. Best Buddies, Red Cross)
- *Socials*
- Can be for any occasion!



JOINT PROJECTS

Who should I join projects with?

This depends on the expected attendance at your event!

- Schools in your division
- Divisions in your regions
- Regions in your area



Key club & smile club present:

Key to a Smile:
BENEFIT CONCERT
Friday, February 11th, 2011 from 4:00-7:00PM
Feb 3 - Feb 10: \$10 | Door: \$15

PERFORMANCES BY:

JReyez // Jenny Suk
Jeff Bernat // Paul Kim
Ryan Bandong // Justin Toyosato
Wesley & Warren Aguilar
Sam Garong & many more!

Valencia High School
27801 Dickason Drive,
Santa Clarita, CA

FOR FURTHER INFO:
keytoasmile@gmail.com
(661) 878-3766



FINDING CHAPERONES



Who should I ask to chaperone?

Start with the advisors you are more familiar with!

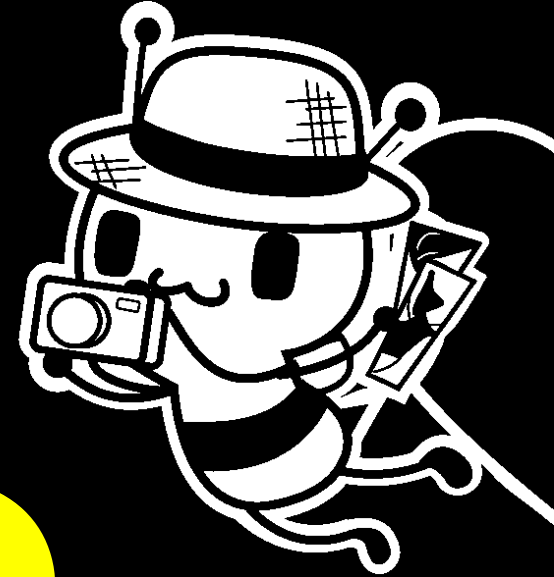
- Ask your Region advisor
- Ask your faculty advisor
- Ask your sponsoring Kiwanis advisors
 - They love being included in Key Club events! 😊

ADDITIONAL KEY POINTERS

- Give yourself *time* to *plan* it all out
- Be prepared to handle sudden problems
 - Venue problems
 - Participation problems
 - Money problems
- Have fun and don't forget your purpose
 - Remember that the purpose planning a project is to either volunteer, socialize, or fundraise
 - Don't get too caught up in the moment and just have fun.

QUESTIONS COMMENTS OR CONCERNS

CNHKEYCLUB.ORG
KEYCLUB.ORG



Thank you for listening!

If you should have any questions, please feel free to contact me at..

Anthony Jones | anthonybobjones@gmail.com

Rinda Sutradhata | rindasutra@gmail.com